

# **Board of Health Manual Public Health Sudbury & Districts Policy**

## **Category**

Board of Health Structure & Function

## **Section**

Board of Health

## **Subject**

Conflict of Interest

## **Number**

C-I-16

## **Approved By**

Board of Health

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June 21, 2018

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## **Review Date**

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## **Purpose**

Members bring a perspective based on their skills and experiences in order to act in the best interest of Public Health Sudbury & Districts in their capacity as members of the Board of Health and in compliance with their duties and obligations under the *Health Protection and Promotion Act*. Members cannot act in their own personal interest or as a representative of any professional, political, socio-economic, cultural, geographic, or other organization or group. This policy applies to all members of the Board of Health and their (immediate) family members.

The purpose of this policy is to describe how to recognize and declare a conflict of interest and covers the obligations of Board of Health members resulting from their required duties while acting in the capacity of members of the Board of Public Health Sudbury & Districts.

Each individual member of the Board of Health is responsible to ensure that they are in compliance at all times with the *Municipal Conflict of Interest Act* and has the responsibility to follow this policy.

## Definitions

***“Conflict of Interest”*** exists when a member has a direct or indirect pecuniary interest in any matter in which the Board is concerned, including any matter in which:

- a) he/she or his nominee:
  - I. is a shareholder in, a director or senior officer of, a corporation that does not offer its securities to the public, or
  - II. has a controlling interest in, or is a director or senior officer of, a corporation that offers its securities to the public
  - III. is a member of a body that has a pecuniary interest in a matter; or
- b) he/she is a partner in employment of a person or body that has a pecuniary interest in the matter.

For the purpose of this definition the pecuniary interests of an immediate family member shall, if known to the member, be deemed to be also the pecuniary interest of the member.

***“Immediate Family Member”*** means the member’s spouse or domestic partner, children and other dependents, natural or adoptive parents, siblings, stepparent, stepchild, stepbrother or sister, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparent, grandchild, and spouse of grandparent or grandchild. Immediate Family also includes parents, siblings, parents-in-law, and siblings-in-law.

***“Pecuniary Interest”*** includes any matter in which the member has a financial interest or in which the financial interests of the member may be affected and save and except for interests which the member may have which is an interest in common with electors generally or their honorarium arising from membership on the Board or as a user of services of the Board in like manner and subject to the like conditions as are applicable to persons who are not members.

As such each Board of Health member must:

- Ensure there are no self-dealings or any conduct of private business or personal services between any Board member and Public Health Sudbury & Districts except as procedurally controlled to assure openness, competitive opportunity and equal access to “inside” information.
- Not use their positions to obtain employment within the organization for themselves, immediate family members or close associates.
- Advise the Chair of their interest if being considered for employment and withdraw from Board deliberation, voting and access to applicable Board information.

- Remain neutral by referring all requests for organizational services either on a personal nature or on behalf of others to the Medical Officer of Health/Chief Executive Officer, who will be responsible for initiating a course of action appropriate to the circumstances, and will advise the Board member of the outcome.

Members of the Board of Health/Committees shall not accept any financial or other endorsements for fulfilling their duties and obligations as members of the Board of Health other than provided for by Board of Health policy.

In the event of a conflict not resolvable between Board members or between the Medical Officer of Health/Chief Executive Officer and Board members, mediation is available through the Board Chair.